



City of Tigard

CITY ADMINISTRATION — RECORDS

Public Records Request

PLEASE NOTE: This form is NOT for Tigard Police Records or Tigard Municipal Court Records.

- **Police Records** are available through the Tigard Police Records staff at **503-639-6168**.
- **Municipal Court Records** are available through Lora Garland, Sr. Records and Information Specialist at cityrecords@tigard-or.gov or **503-639-4171 x2483**.

Oregon Public Records Law grants each person the right to inspect the records of a public body (unless exempt from disclosure). City staff will contact you within 72 hours of receiving this request.

Date of Request: _____

Contact Name: _____

Daytime Phone: _____ **Cell:** _____

Are these records pertaining to a case that is currently open? Such as Code/Building Enforcement or Land Use Board of Appeals (LUBA) cases?

☐ Yes ☐ No

This form may be submitted:

- To City Records at:
13125 SW Hall Blvd., Tigard, OR 97223
- Faxed to City Records at: 503-684-7297
- Emailed to: cityrecords@tigard-or.gov

Prices:

8 1/2 x 11"	\$.25/page	Oversized copies ..	\$2.50/page
8 1/2 x 14"	\$.50/page	Computer CDs	\$10 each
11 x 17"	\$1.00/page	Audio Tapes	\$ 6 each
17 x 24"	\$1.00/page	VHS/DVD	\$12 each

Description of records requested (please be as specific as possible): _____

* * * FOR RECORDS STAFF USE ONLY * * *

Contact Notes: _____

Meeting Time and Place: _____

Number of **Files** removed: _____

Number of **Microfilm** removed: _____

Number of **Microfiche** removed: _____

Number of **Plans** removed: _____

Number of **Boxes** removed: _____

Removed by: _____ Time spent: _____

Return date: _____ Re-filed by: _____